

Position Vacancy

## **Student Intern (Youth Outreach-Education USA)**

**OPEN TO:** Undergraduate/Graduate student (non-U.S. citizens)  
**POSITIONS:** Student Intern (Youth Outreach-Education USA Program Intern /Volunteer)  
**OPENING DATE:** December 13, 2012  
**CLOSING DATE:** January 14, 2013  
**WORK HOURS:** Part-time, minimum 15 hours/week  
**LENGTH OF HIRE:** 6 months / March 2013 – August 2013

The Cultural Affairs Office is seeking one to three undergraduate/graduate students, resident in the greater Tokyo area, for an unpaid internship.

### **BASIC FUNCTION OF POSITION:**

The student intern develops live programs/event ideas targeting young Japanese audiences to foster understanding of American people, culture and policies on social issues and to promote study in the USA. Also, the student researches, identifies, and reports new, potentially effective student groups, inter-college groups, professors, and activities. S/he assists with organizing America Expo, an American college fair, and other programs. S/he assists staff with writing event reports, taking photos and shooting video clips.

### **QUALIFICATIONS REQUIRED:**

1. Interested in the United States, U.S.-Japan relations, international issues and politics, and social issues.
2. Experience in organizing programs/events and working with sponsors, cooperate companies and organizations.
3. Good knowledge of American culture, U.S. –Japan relations, and social issues.
4. Knowledge of Microsoft Office (Excel, Word, and Power Point)
5. \*Good Working Knowledge (Level 3) English and \*Fluent (Level 4) Japanese is required.
6. Willingness to take initiatives and meet challenges.
7. Comfortable working with people in a multicultural environment.
8. Excellent communication skills (verbal and written).
9. Ability to meet deadlines.
10. Experience having studied in the U.S. for at least one year.

\* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>.

### **ADDITIONAL SELECTION CRITERIA**

1. All candidates for this position must submit their applications in English.
2. Applications must be received by the closing date.

### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Application form \*\*
2. Certified transcript from university/college
3. Language proficiency test score
4. Statement of Interest form \*\*

\*\* Application form and Statement of interest form are available at  
<http://japan2.usembassy.gov/e/info/tinfo-jobs.html>

**SUBMIT APPLICATION TO:**

Human Resources Office  
U.S. Embassy Tokyo

By post: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420  
Or by fax: 03-3224-5818